

## Engineering Peer Review Checklist

Date(s) of Assessment: \_\_\_\_\_ Project: \_\_\_\_\_  
 Assessor(s): \_\_\_\_\_ Peer Review Examined: \_\_\_\_\_  
 \_\_\_\_\_

(Y=Yes, N=No, NA=Not Applicable)

		(Y / N / NA)	w/Comments #
<b>Pre-Engineering Peer Review:</b>			
1	Does the Project have an approved Engineering Peer Review Plan (EPRP)?		
1a	If so, is the engineering peer review defined in the EPRP?		
2	Were guidelines used to prepare for the review?		
3	Was an agenda prepared and distributed in advance of the review?		
4	Was a presentation package provided with ample time to review?		
<b>Actual Engineering Peer Review:</b>			
5	Did the presentation package contain all required materials (e.g., coding standards, design specifications or guidelines)?		
6	Did the developer comply with required standards and specifications?		
7	Were all agenda items covered within the timeframe of the review?		
8	Was the NASA Lessons Learned Information System (LLIS) or other Knowledge-based resource, as appropriate, accessed for relevant past experience?		
9	Was the engineering peer review team comprised of technical experts with practical experience relevant to the technology and requirements of the subsystem or component reviewed?		
10	Were all review team members independent of the project/product team?		
11	Did a chairperson preside at the review, moderating question and answer periods from review team members and other participants?		
12	Did the chairperson collect Request for Actions (RFAs) from the review?		
13	Did the chairperson summarize the review team's impressions and review the RFAs at the conclusion of the review?		
14	Is there a process in place for reviewing and tracking the closure of RFAs?		
<b>Post-Engineering Peer Review</b>			
15	Did the EPR chairperson issue a report, including the summary impression, findings, and the complete set of RFAs to the Product Design Lead (PDL) and Project within 30 calendar days of the completion of the review?		
16	Did the Project provide a copy of the report to the Integrated Independent Review Team (IIRT) chairperson(s)?		
17	Is there a process in place to control and maintain Engineering Peer Review (EPR) presentation materials throughout the project/product lifecycle?		
18	Are the RFAs being maintained, tracked, and resolved?		

**Reference GPG 8700.6, Engineering Peer Reviews**

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**COMMENTS PAGE** \_\_\_\_ **of** \_\_\_\_

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